PRINTED WORD + FILE

Loading the Program

1. Turn on your computer, disk drive, monitor or TV.

2. To use the word processor and file manager, insert the disk, label side up, in the disk drive. To use the spell-checker, insert the disk, label side down, in the disk drive.

3. Type **LOAD"1",8 and press RETURN.**

4. When the word READY appears, type RUN and press RETURN.

5. If you have a printer, turn on the printer after the program has loaded.

Loading and Printing Full Instructions

A complete text of instructions is included on the disk. Because there are so many features, and since the programs are integrated, you should print out the full instructions to maximize your value from the programs. If you are working with a non-Commodore printer, be sure to set your printer interface to Commodore 1525 emulate mode.

1. Select [1] Write File from the menu. It will load the word processor and file manager. The screen you will see is the word processing screen.

2. Press **F1** . A W> appears at the bottom of the screen.

3. Type **pr** . You will be asked to LOAD FILE:. Type instructions and press RETURN. The printer will print and paginate until complete.

Since you are in the word processor already, you do not have to load it again to continue working with the program.

The Write File selection is a fully integrated software system. Information stored in the file manager can be organized in any number of ways. You can generate lists and reports by searching for common information or by information which falls within a certain set of criteria. The file may be organized into sub-files.

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Think of the word processor both as a typewriter and as a report or form generator. As a typewriter, you can use it as a standard keyboard to prepare outgoing letter and memos, term papers, etc. As a report or form generator, it is a powerful lay-out tool. The screen becomes a blank piece of paper which can be cut to any size and which can be programmed to read any file information. To define the size of the paper on which you will be printing, you use the papersize and pagelength commands. You then position references to records and fields on the paper where you would like the information to print.

SYSTEM COMMANDS

Command Mode F1

To give the software a special set of commands or instructions, you must be in command mode. To enter COMMAND MODE, press F1. If you enter command mode while in the word processor, a **W>** appears at the bottom of your screen. An **F>** appears at the bottom of your screen in the file manager. You can either type in commands or press RETURN to exit. The commands can be entered as explained in the instructions, telling the system to perform one definite function. Once the function is completed, you will automatically be out of command mode and can enter or edit data.

Help Mode F3

To access the listing of commands while in program operation, use the HELP function.

The word processor has two other modes -- edit mode and print formatting mode. In edit mode, you can type at the keyboard as you would on a typewriter. Various keys help you to move the cursor and to insert and delete characters. These are outlined in the Edit Mode Reference. The up, down, left and right cursor movements are the same in the file manager. As when working with a typewriter, you must press the RETURN key every time you want a carriage return and line feed in the word processor. This means that if you want a blank line, you will press RETURN on the line and nothing else.

To access the File Manager, enter command mode, and type **fm** . A prompt tells you to type fm or new fm and insert a data disk. If you are creating a new file manager data disk, press newfm. If you are working with an already existing data disk, press fm. You do not have to worry

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about losing the information in the word processor. It is retained in computer memory and will still be on the screen when you re-enter the word processor by using the command **tw**.

If you press newfm, you will open, format, and define a new file. Follow the prompts when the screen asks you to ENTER FILE NAME (up to 16 characters, ENTER NUMBER OF FIELDS (up to 17), ENTER FIELD NAME (up to 35 characters), and ENTER FIELD LENGTH (up to 38 characters).

DO NOT FORMAT A FILE MANAGER ON AN ALREADY EXISTING DISKETTE CONTAINING WORD PROCESSING FILES. THEY WILL BE ERASED. You can, however, save word processing files onto a disk which already contains a file manager.

To access a record, enter command mode, and type rcxx;. Substitute the record number for "xx". Always follow the record number with a semi-colon or the command will not be recognized. In all the various commands outlined in the reference, "xx" represents either the record number or the field number. To begin entering record information, for example, type rc1;. You can then edit as in the word processor.

---------- EDITING MODE ----------

Press these keys to control the cursor

<-- Cursor left CRSR --> Cursor right	Cursor up CRSR Cursor down
F7 Move Right Side Page	F8 Move Left Side Page
CLR HOME Cursor to top of file	SHIFT CLR HOME Cursor to bottom of file
INST DEL Deletes text to left of cursor	SHIFT INST DEL Inserts a space left of cursor
C= 0 Restores text	RETURN Carriage return with line feed
CTRL <-- Sets/erases tab position where marked <-- Moves cursor to pre-set tab positions	

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---------- COMMAND MODE ----------

Press C= and Q to repeat the last command

co	To change Color, followed by number 1-15	ca	Catalog of disk SPACEBAR to pause RETURN to continue
fm	To enter file manager		

Editing Commands

il	Insert line	ib	Insert block of text
dl	Delete line	db	Delete block of text
sp	Set pointer	sr	Search for word
ep	Erase pointer	re	Search and replace
cp	Clear all pointers	ct	Clear all tabs
cb	Copy block of text	cm	Clear memory

File Commands

sf	Save file	df	Delete file
lf	Load file	mf	Merge file

Print Commands

*p	Print screen	pr	Print file from disk

---------- PRINT FORMATTING ----------

CTRL 9	Enter Print Formatting Mode	CTRL 0	Exit Print Formatting Mode
TYPE:	(XX=a number)		

Margins

lmargXX;	left margin	rmargXX;	right margin
justify	flush right	nojustify	turns off

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	margin		justify
nowrap	turns off word wrap when printing	wrapon	turns on word wrap again for printing

Pages

papersizeXX;	Sets paper size to XX;	pause	Stops printer
pagelenXX;	Sets text length XX;	#page	Prints page number
pagepause	Printer stops end of every page	set#pgXX;	Sets beginning page number
nextpage	Forces new page	lsXX;	Sets line spacing(to 10)
linkfile	Joins files into document	center	Centers text on line typed

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----------COMMAND MODE----------

newfm To open, format, and define a new file

fm To activate file manager or retrieve existing file

oldfm To format a newfm data disk, duplicating the same field titles and lengths as the last fm data disk present in drive (Menu Selection #2 only)

format To format data disk: file name, disk i.d.

Accessing Records

rcl;	Move to first record	sr	Search for an item
rcXXX;	Move to specific record (XX;)	rvXXX;	Review records (Start at no. XXX;) Press S to pause and Q to quit
nr	Move to next record		

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KEY FIELDS ARE AVAILABLE MENU #2 ONLY

makekeyfield Make key field file for faster record access

loadkey Load key field file for faster record access

findkey Search a file by key field reference

showkey Display contents of key field file

Changing/Modifying Records

ud Update current screen record

udXXX; Copy record to another record (XXX;)

&&& Enter in field one to delete record

crunch Compresses all deleted records to restructure file and open room for records

Sorting Records

dsXX; Disk sort on field XX;

dsXX;XX;XX; Disk sort on up to three different fields (XX;=field numbers)

piXX; To create a file that meets a bottom and top set of parameters based on a given field (XXX;)

highrcXXX; Sets an upper record limit on sorts, searches, reviews and reports. (XXX = record number)

resetlist Restores a file to its original order

Restructuring / Restoring File Manager

MENU SELECTION #2 ONLY

transfer Creates sequential transfer workspace file from existing file manager dta file

merge Merge sequential transfer workspace file into formatted file manager data file

repeat Duplicate reference record anywhere in file

Any questions?

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